Employee Information Sessions

An Employee Information Session is an effective way to provide a group of employees affected by voluntary or involuntary layoffs with information on the events leading up to the workforce reduction, review the workforce reduction parameters and timelines; and an introduction to the individuals and resources available to assist the employees with the transition. Individual meetings between employees and HR staff normally occur after the general information session to address individual employee rights, select options and answer questions. If the layoff activity is limited to a few individuals, agency HR and management staff may find it more effective to forego the general information session and provide this information to the employees on an individual basis.

The Employee Information Session usually occurs a day or two after layoff letters are distributed to employees or after employees have been notified of voluntary layoffs. The session should be held in a location with adequate space and free of interruptions. In the past, agencies have planned the session with input from bargaining unit representatives and the Employee Assistance Program staff. Representatives from the Department of Economic Security's Workforce Centers and the Minnesota State Retirement System have also been invited to attend to provide information and answer employee questions. A common format for this information session may resemble the following sample agenda.

Agenda

Introductions	Division Director
Events that led up to the reduction	Division Director
Review of layoff process, parameters and options	HR & DD
Employee's role and responsibilities during the transition	HR
Services and resources to assist employees with transition issues, to include introduction of EAP	HR & EAP
Review benefit payoffs including vacation, comp time and severance calculation/formula	HR
Review insurance continuation	HR
Discuss retirement options	MSRS
Discuss deferred comp options	Def. Comp
Discuss Workforce Center services	DES staff
Closing	Division Director